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Interface & Conversion Session #1

R18 Departments

Agenda

- Conversions
- Interfaces

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Conversions

- A conversion is a one time migration of legacy data to FI$Cal
  - Automated conversion – Departments submit data via an Excel template and the file is staged, validated, and then loaded into FI$Cal
  - Manual conversion – Departments manually key data into FI$Cal; this is only recommended for low volumes of data

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Available Conversions

Module	ID	Name	Description
AP	CNVAP004	Unreconciled Payments	Any outstanding AP check (Office Revolving Fund (ORF), General Cash, or Agency Revolving Fund) which has not been reconciled with the bank; claims and warrants are not included in this conversion. Only the payments which are paid but unreconciled with the bank at the time of conversion will be converted.
AP	CNVAP005	1099 Balances	1099 balance information for any supplier which has been paid by the department in the current calendar year for which a 1099-INT (Interest Income) or 1099-MISC (Miscellaneous Income) will need to be produced; balances should not include negative or zero balances.
AM	CNVAM001	Assets	All assets for the State of California which are in-service (not retired). Capital (equal and over $5K) and Non-Capital (under $5K) assets will be converted into the FI$Cal system and include all tangible and intangible assets used in State Government's operations. For more information see the State Administrative Manual (SAM) section 8600.

Available Conversions

Module	ID	Name	Description
AR	CNVAR001	Customers	An entity which receives goods and/or services from a department and/or owes money to the State, such as corporations, individuals, employees, and other departments. Customers are required for open receivables and customer contracts that are part of the submitted conversion files (CNVAR002 & CNVPC003).
AR	CNVAR002	Open Receivables	Open/outstanding receivables for the department including Payroll AR; these are moneys that are owed to the department.
PC	CNVPC002A	Projects	Departments must convert open projects at the time of Go-Live; projects are unique endeavors which usually include a defined beginning and end, named deliverables and defined budget/resources. If a department is receiving federal funds (fund 0890), they must use projects to account for those funds.
PC	CNVPC002B	Activities	Project activity (Work Phases/Tasks) associated with projects; project activities should only be submitted for project IDs that are part of the submitted conversion file (CNVPC002A). At least one activity is required per project in FI$Cal.

Available Conversions

Module	ID	Name	Description
PC	CNVPC003	Customer Contracts	Any open Customer Contracts (e.g. reimbursement contracts, interagency billing agreements, grants, loan repayments, reimbursable billings) at the time of Go-Live. Contract data may include contract header, contract lines, distribution lines, projects & activities, milestones, bill plans, and revenue plans. At least one customer contract is required per grant in FI$Cal.
GM	CNVGM001	Grants	Any open, receivable grants; typically Federal (Fund 0890). A grant must be converted manually and requires an associated project, an activity, a customer, and a customer contract.
PO	CNVPO104	Procurement Contracts	An agreement with an individual or entity (e.g. supplier, grantee, finance/ leasing company) that the State will pay; this includes the transactional contract and the contract document, also referred to as supplier or supplier contracts. These contracts should only include remaining contract amounts (funds yet to be encumbered).
PO	CNVPO107	Open Purchase Orders	All open encumbrances at the time of departmental Go-Live within FI$Cal; as well as subcontractor information associated with any of the open encumbrances.

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Conversions Inventory

ID	Participating	Volume	Automated vs. Manual	Data Source
CNVAP004				
CNVAP005				
CNVAM001				
CNVAR001				
CNVAR002				
CNVPC002A				
CNVPC002B				
CNVPC003				
CNVGM001			Manual Only	
CNVPO104				
CNVPO107				

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Next Steps

- Department to review and analyze available conversion items and provide volume and source information for our next session
- Mock 1 submission will be due in October 2017 (actual date is TBD)
- Conversion layouts are available on the DLN
  - Departments should access the files, start reviewing, and be prepared to submit conversion files in October

Agenda

- Conversions
- Interfaces

Interfaces

- An interface is an automated mechanism through which systems exchange information to add or update data
- Manual interventions such as direct entry, reports, and queries are not considered interfaces

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As-Is Diagram

- An ‘As-Is’ diagram captures all of the systems that a Department is currently utilizing for accounting and procurement functions
- The diagram also displays directional data flows between two or more Departmental systems

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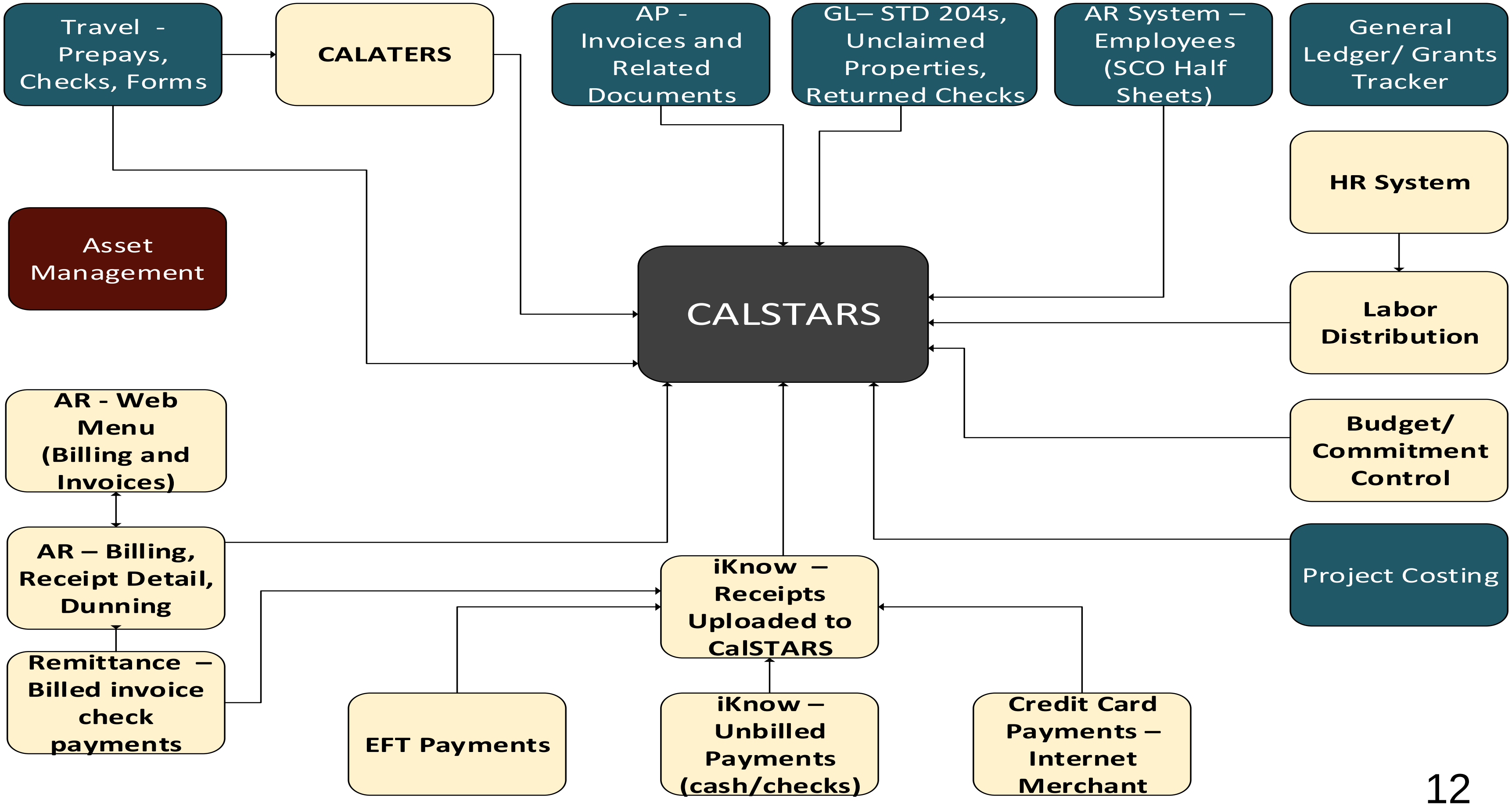
As-Is Diagram Example



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AM Department Questions

- What is the name of your asset management system(s)?
  - What is the system platform (SQL, Access DB, etc.)?
- Does the system interact with CALSTARS?
  - Does the system interact/interface with other systems?
  - What are the names and software of the other systems?
  - Is the data flow inbound or outbound?
  - What is the frequency and volume of data exchanged?
- System Data:
  - Do you use your system to provide asset management functionality other than accounting?
  - Do you currently interface or transfer confidential information?
  - Include capitalized and/or non-capitalized assets?
  - Contain tech, land, property, or fleet assets?
  - Are you doing physical inventory manually or through your existing system?
  - Are you creating assets in your legacy system through direct entry or procurement?

Available AM Interfaces

Direction	Module	Interface ID (RICEF)	Name	Description
Inbound	AM	INFAM003	Inbound Add/Update Asset Information and Asset Transactions	Adds/Updates asset info and transactions from legacy asset systems to FI$Cal.
Outbound	AM	INFAM004	Outbound Assets Transactions Interface	Extracts asset data from FI$Cal to load into external legacy systems.

AR/BI Department Questions

- What is the name of your accounts receivable, customer, and/or billing system(s)?
  - What is the system platform (SQL, Access DB, etc.)?
- Does the system interact with CALSTARS?
  - Does the system interact/interface with other systems?
  - What are the names and software of the other systems?
  - Is the data flow inbound or outbound?
  - What is the frequency and volume of data exchanged?
- It is our recommendation that legacy systems, having duplicate functionality with FI$Cal, be decommissioned at Go-Live. Based on your understanding of FI$Cal functionality and functionality of your system, do you believe you will need to maintain it after Go-Live?
- System Data:
  - Does the system currently interface/transmit confidential information such as social security or credit card numbers?
  - Does your legacy system upload/interface deposits and payments into CALSTARS or another system currently? Or is it manually entered?
  - Do you use EDF? If so, is that incorporated into your existing upload/interface process?
  - Do you have ZBAs (Zero Balance Accounts)?

Available AR Interfaces

Direction	Module	Interface ID (RICEF)	Name	Description
Inbound	AR	INFAR005	Inbound Billable Charges and Invoice Adjustments	Loads billing information from legacy systems into FI$Cal's Billing module. Also allows departments to identify and send invoice adjustments from their legacy systems into the FI$Cal Billing Module.
Inbound	AR	INFAR006	Inbound Interface AR Items from External Systems	Loads open Accounts Receivable (AR) items into FI$Cal. Items will be loaded as external pending items in the AR module.
Outbound	AR	INFAR007	Outbound Interface from AR (Summary and Detail)	Extracts AR transactions such as credit memo adjustments, write-offs, and refunds from FI$Cal to load into their external systems.
Outbound	AR	INFAR011	Customer ID Extract	Extracts customer info from FI$Cal to verify customer info maintained in external system(s) matches.
Inbound	AR	INFAR018	Inbound Customer Receipts Interface	Create deposits and customer payments by importing receipt information into FI$Cal. Types of transactions processed by Interface include; (1) receipts for outstanding receivables; and (2) miscellaneous receipts.

AP Department Questions

- What is the name of your accounts payable system(s)?
  - What is the system platform (SQL, Access DB, etc.)?
- Does the system interact with CALSTARS?
  - Does the system interact/interface with other systems?
  - What are the names and software of the other systems?
  - Is the data flow inbound or outbound?
  - What is the frequency and volume of data exchanged?
- It is our recommendation that legacy systems, having duplicate functionality with FI$Cal, be decommissioned at Go-Live. Based on your understanding of FI$Cal functionality and functionality of your system, do you believe you will need to maintain it after Go-Live?
- System Data:
  - Do you currently interface or transfer confidential information?
  - What kind of vouchers are being used by the current system?
  - Are all of your vouchers related to procurement vouchers?
  - If not, what is the volume of direct vouchers being created?

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Available AP Interfaces

Direction	Module	Interface ID (RICEF)	Name	Description
Inbound	AP	INFAP006	Inbound Vouchers	Loads departmental expenditure data related to supplier information, ChartField data, amount, payment method, and payment issued date from legacy system to FI$Cal. This interface will not be used for procurement or journal vouchers.

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LD Department Questions

- What is the name of your labor distribution/timekeeping system(s)?
  - What is the system platform (SQL, Access DB, etc.)?
- Does the system interact with CALSTARS?
  - Does the system interact/interface with other systems?
  - What are the names and software of the other systems?
  - Is the data flow inbound or outbound?
  - What is the frequency and volume of data exchanged?
- It is our recommendation that legacy systems, having duplicate functionality with FI$Cal, be decommissioned at Go-Live. Based on your understanding of FI$Cal functionality and functionality of your system, do you believe you will need to maintain it after Go-Live?
- System Data:
  - Do you currently interface or transfer confidential information?
  - How many employees do you have?
  - If CALSTARS, how are you entering timesheet activity in CALSTARS?
  - Are you using your employee master file to distribute by employee or groups?
  - If not CALSTARS, do you currently distribute by employee or groups?

Available GL/LD Interfaces

Direction	Module	Interface ID (RICEF)	Name	Description
Inbound	GL	INFGL091	Inbound Timesheet Interface	Provides the department legacy systems the ability to interface directly to the FI$Cal Labor Distribution Activity Sheet component. This information is automated and used to distribute an employee or employee group’s payroll costs.

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PC Department Questions

- What is the name of your project costing system(s)? Including customer contracts and grants.
  - What is the system platform (SQL, Access DB, etc.)?
- Does the system interact with CALSTARS?
  - Does the system interact/interface with other systems?
  - What are the names and software of the other systems?
  - Is the data flow inbound or outbound?
  - What is the frequency and volume of data exchanged?
- It is our recommendation that legacy systems, having duplicate functionality with FI$Cal, be decommissioned at Go-Live. Based on your understanding of FI$Cal functionality and functionality of your system, do you believe you will need to maintain it after Go-Live?
- System Data:
  - Do you currently interface or transfer confidential information?
  - Do you receive federal grants?
  - Do you have capital outlay projects?

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Available PC Interfaces

Direction	Module	Interface ID (RICEF)	Name	Description
Inbound	PC	INFPC003	Inbound Project Transaction Interface	Loads project transaction information into FI$Cal from existing legacy systems for the purpose of tracking and monitoring.
Inbound	PC	INFPC004	Inbound Projects Interface	Loads project structure information into FI$Cal from existing legacy systems for the purpose of creating Project and Activity definitions.
Outbound	PC	INFPC010	Outbound Interface for Project Structure	Extracts a flat text file containing project-related information from FI$Cal to load into existing legacy systems.
Outbound	PC	INFPC011	Outbound Interface for Project Transactions	Extracts a flat text file containing project transactions data from FI$Cal to load into existing legacy systems.

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PO Department Questions

- What is the name of your procurement system(s)? Requisitions, contracts (including grants), & purchase orders
  - What is the system platform (SQL, Access DB, etc.)?
- Does the system interact with CALSTARS?
  - Does the system interact/interface with other systems?
  - What are the names and software of the other systems?
  - Is the data flow inbound or outbound?
  - What is the frequency and volume of data exchanged?
- It is our recommendation that legacy systems, having duplicate functionality with FI$Cal, be decommissioned at Go-Live. Based on your understanding of FI$Cal functionality and functionality of your system, do you believe you will need to maintain it after Go-Live?
- System Data:
  - Do you currently interface or transfer confidential information?

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Other Systems/Functionality

- What is the name of your other system(s)?
  - What is the system platform (SQL, Access DB, etc.)?
  - What is the system functionality?
- Does the system interact with CALSTARS?
  - Does the system interact/interface with other systems?
  - What are the names and software of the other systems?
  - Is the data flow inbound or outbound?
  - What is the frequency and volume of data exchanged?
- It is our recommendation that legacy systems, having duplicate functionality with FI$Cal, be decommissioned at Go-Live. Based on your understanding of FI$Cal functionality and functionality of your system, do you believe you will need to maintain your system post Go-Live?
- System Data:
  - Do you currently interface or transfer confidential information?

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Next Steps

- FI$Cal will analyze the completed As-Is diagrams to develop draft To-Be diagrams
- To-Be diagrams will be presented and discussed with department in our next session
- Interface inventory will be drafted based on the completed To-Be diagrams
- Test Cycle #1 submission will be due in October 2017 (actual date is TBD)
- Interface layouts are available on the DLN
  - Departments should access the files, start reviewing, and be prepared to submit interface files in October

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Additional Resources

- Kick-off Presentation
  - http://fiscal.ca.gov/documents/2017-18_FISCal_Solution_Kickoff_000.pdf
- Business Process Modeling
  - http://fiscal.ca.gov/wave_2_resources/businessProcessModeling.html
- Business Process Workshops
  - http://fiscal.ca.gov/release_2017-2018_resources/R17BPWs.html
- Solution Walkthroughs
  - http://fiscal.ca.gov/release_2017-2018_resources/R17SWTs.html

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Questions and Answers
FI$Cal Project Information:
http://www.fiscal.ca.gov/
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